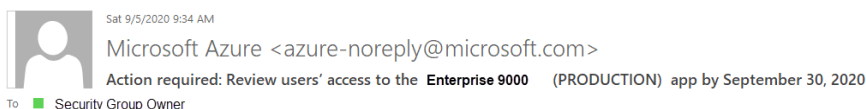# Application Portal

Access Reviews

Introduction

This document describes the steps for completing an Azure Active Directory (AAD) Access Review.

A video overview of the Access Reviews in Azure Active Directory is available here. Additional information is also available on the Microsoft website.

Access Reviews

1. When an Access Review is initiated, Security Group Owners or Selected Users will receive an email from Microsoft Azure AD (example email modified for Enterprise 9000 test app). Access Review reminders will be sent close to the due date and must be completed on time.

2. Click the "**Start review**" link

Sat 9/5/2020 9:34 AM

Microsoft Azure <azure-noreply@microsoft.com>

Action required: Review users' access to the **Enterprise 9000** (PRODUCTION) app by September 30, 2020

To   Security Group Owner

Please review users' access to the Enterprise 9000 (PRODUCTION) app in California Department of Health Care Services

Security Group Owner , your organization requested that you approve or deny continued access for one or more users to the **Enterprise 9000** (PRODUCTION) app in the **Quarterly–Production Application Access-All Members** (Enterprise 9000) review. The review period will end on **September 30, 2020.**

Application Portal Access Reviews

Start review >

Learn how to perform an access review and more about Azure Active Directory access reviews.
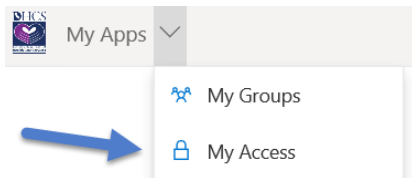
Privacy Statement

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

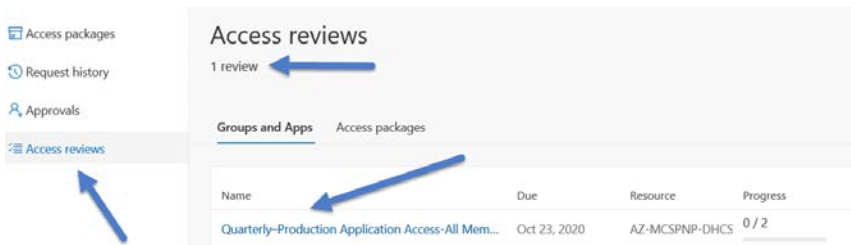Facilitated by

■■ Microsoft

Access Reviews can also be accessed from the MyApps page.

1. Select **MyApps** caret dropdown and select **My Access**:

2. Select **Access reviews** and choose any active reviews

3. View members to be reviewed. Access Reviews can have 1 to many members. When a member is selected, choices include Approve, Deny, Don't know or Accept recommendations. Recommendations are not always an option, depending on the Application configuration.

Application Portal Access Reviews

← Access reviews

Quarterly–Production Application Access-All Members (Application Name-User Group)
Please review user members of 'AZ-MCSPNP-DHCS-User' See details

	Name ↑	Recommendation	Decision	Reviewed by	
●	DHCS MCSPtest CAMMIS MCSPtestCAMMIS@dhcs.ca.gov	Deny Last signed in more than 30 days ago (8/10/2020 9:06:06			Details
○	DHCS MCSPtest DHCS MCSPtestDHCS@dhcs.ca.gov	Approve Last signed in less than 30 days ago (10/5/2020 10:49:29			Details

✓ Approve ✕ Deny ? Don't know ↻ Reset decisions ≣ Accept recommendations   ▽ Filter

a. When **Accept recommendations** is chosen, select *Submit*

Accept recommendations   ✕

You and other reviewers can make changes until the review ends.
Previous decisions will not be changed.

1 recommendation will be accepted.

→ Submit   Cancel

b. When **Approve** is chosen, enter a Reason* and select *Submit*

Approve continued access   ✕

You and other reviewers can make changes until the review ends.

1 approval

Reason *

Validated access with ITMO manager

Submit   Cancel

c. When **Deny** is chosen, enter a Reason* and select *Submit*

Deny continued access   ✕

You and other reviewers can make changes until the review ends.

1 denial

Reason

No longer requires access; validated with BusOps vendor manager

Submit   Cancel

d. When **Don't know** is chosen, select *Submit*. Reason is optional.

Don't know   ×

You and other reviewers can make changes until the review ends.

1 marked 'Don't know'

Reason

[   ]

Submit   Cancel

4. After all Access Reviews are complete, exit.

Name	Due	Resource	Progress
Quarterly-Production Application Access-All Mem...	Oct 23, 2020	AZ-MCSPNP-DHCS	2 / 2